

Panel Review - List

Panel Review – List Page

1 Introduction

As a reviewer, your service is very important to the Department of Energy (DOE) Office of Science (SC) and to the research community. We know you are very busy and we appreciate the time it takes to participate in the review process.

The purpose of this document is to provide step-by-step instructions for users to follow to complete a Panel Review.

2 Prerequisites

Before you can complete a Panel Review task, the following criterion must be met:

- You have received an email notification that you have a Panel Review task.

3 Completing a Panel Review

Use the following steps to access and complete the Panel Review.

3.1 Accessing the Panel Review

Use the following steps to access the Panel Review task.

3.1.1 Existing Account

Use the following steps to access the Panel Review task if the user has an existing PAMS account

1. PAMS will send an email notification to the user indicating that DOE has requested his/her participation in a Panel Review. Follow the **Panel Review** link provided in the email. (Figure 1)

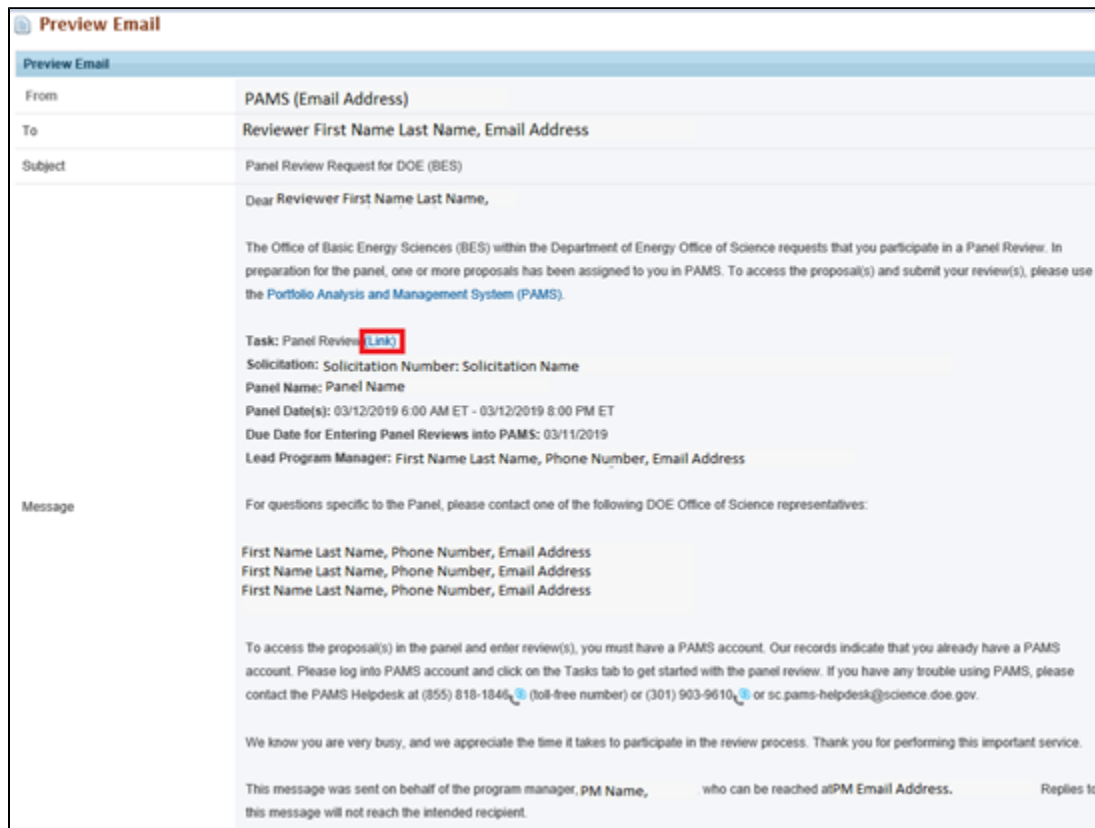
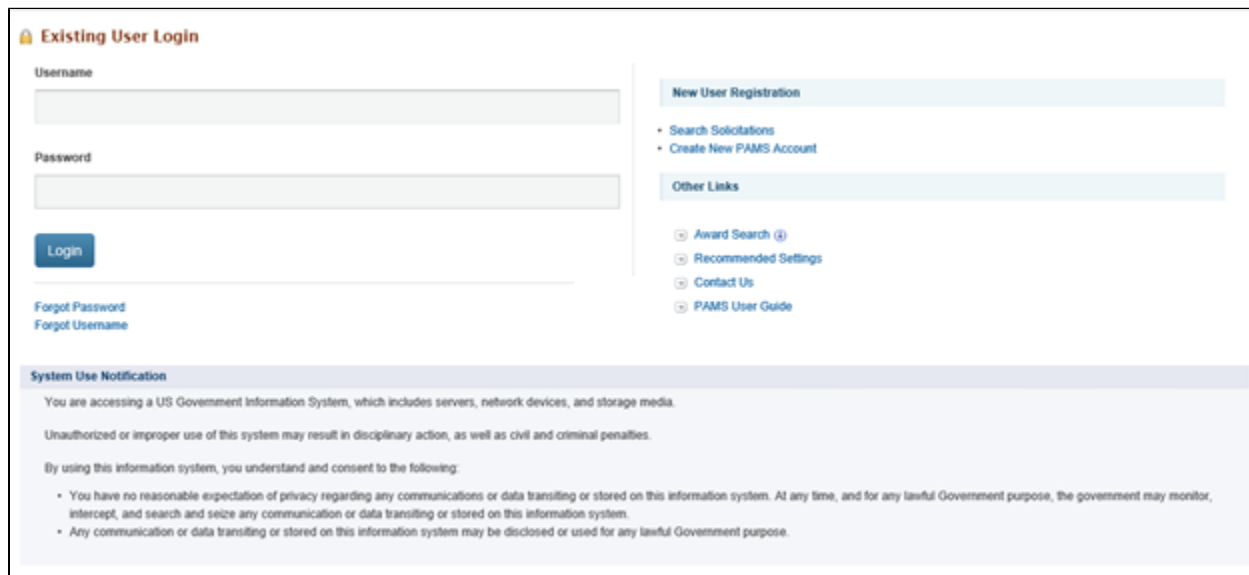


Figure 1. PAMS Panel Review Task Email Notification – Existing Account

OR

Login to the PAMS external website at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (Figure 2)



Existing User Login

Username

Password

Login

[Forgot Password](#)
[Forgot Username](#)

New User Registration

- Search Solicitations
- Create New PAMS Account

Other Links

- Award Search (+)
- Recommended Settings
- Contact Us
- PAMS User Guide

System Use Notification

You are accessing a US Government Information System, which includes servers, network devices, and storage media.

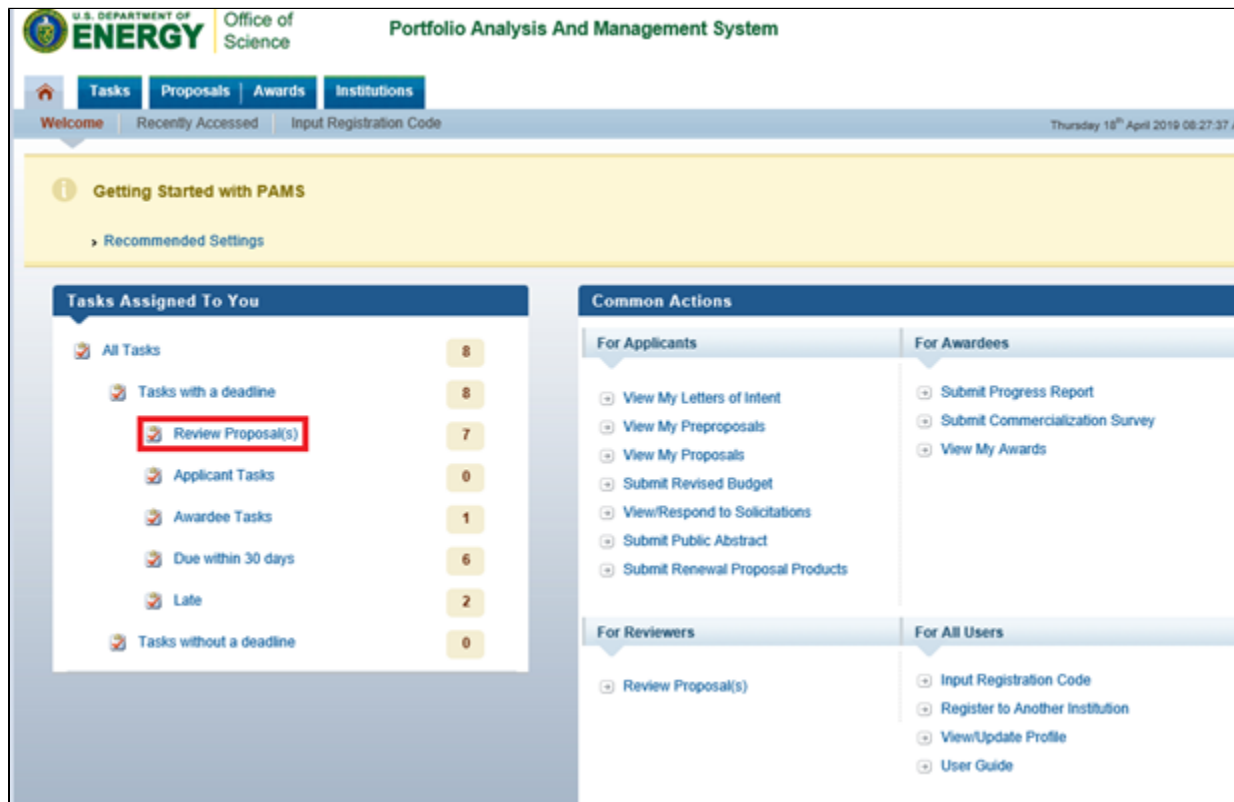
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Figure 2. Existing User Login

2. Upon logging in you will navigate to the PAMS Home Page. Click **Review Proposal(s)** under the section entitled Tasks Assigned to you on the left side of your screen. (Figure 3)



U.S. DEPARTMENT OF ENERGY | Office of Science | Portfolio Analysis And Management System

Tasks | Proposals | Awards | Institutions

Welcome | Recently Accessed | Input Registration Code | Thursday 18th April 2019 08:27:37 A

Getting Started with PAMS

» Recommended Settings

Tasks Assigned To You

Task Category	Count
All Tasks	8
Tasks with a deadline	8
Review Proposal(s)	7
Applicant Tasks	0
Awardee Tasks	1
Due within 30 days	6
Late	2
Tasks without a deadline	0

Common Actions

For Applicants	For Awardees
View My Letters of Intent	Submit Progress Report
View My Preproposals	Submit Commercialization Survey
View My Proposals	View My Awards
Submit Revised Budget	
View/Respond to Solicitations	
Submit Public Abstract	
Submit Renewal Proposal Products	

For Reviewers	For All Users
Review Proposal(s)	Input Registration Code
	Register to Another Institution
	View/Update Profile
	User Guide

Figure 3. PAMS Homepage – Review Proposal(s)

3. Your Pending Tasks will be displayed. To begin your Panel Review click **Start Review** from the Options Column on the right. (Figure 4)

Pending Tasks - List

Not Completed

Recently Completed

Detailed View

Search

Saved Searches

Filters Applied (x Clear)

1

Page size: 15

Go

2 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
<div>04/26/2019</div> <div>12:00 AM</div> <div>(8 Days)</div>	Review	Panel	Panels	N/A	Institution Name, City, State	<div>Start Review</div>
<div>09/20/2017</div> <div>12:00 AM</div> <div>(Late by 575 Days)</div>	Review	On-site review	Panels	N/A	Institution Name, City, State	<div>Edit Review</div>

1

Page size: 15

Go

2 items in 1 page(s)

Figure 4. Panel Tasks – List page

3.1.2 No Existing Account

Use the following steps to access the Panel Review task if you do not have an existing PAMS account.

1. PAMS will send you an email notification indicating that DOE has requested your participation in a Panel Review, and provide a registration link and code. Click the **PAMS** (Figure 5)

T o:	Prospective Reviewer
C C:	
F r o m:	PAMS
S u b j e c t:	Panel Review Request for DOE [Program Office Acronym]

M
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e:

Dear [Reviewer Prefix] [Reviewer First Name] [Reviewer Last Name],

The [Program Office] [Program Office Acronym] within the Department of Energy Office of Science requests that you participate in a Panel Review. In preparation for the Panel, one or more proposals has been assigned to you in PAMS. To access the proposal(s)[and submit your review(s)] <NOTE: Message optional depending on role of reviewer in the panel>, please use the Portfolio Analysis and Management System (PAMS).

For questions specific to the Panel, please contact one of the following DOE Office of Science representatives:

[POC First Name] [POC Last Name], [POC's Phone Number] [POC's Email] <NOTE: List all separated by new line>

Task: Panel Review

Solicitation: [Solicitation Number], [Solicitation Title]

Panel Name: [Panel Name]

Panel Date(s): [Panel Start Date] [Panel Start Time] - [Panel End Date] [Panel End Time]

Due Date for Entering Panel Reviews into PAMS: [Panel Review Due Date]

Lead Program Manager: [Proposal Group Lead PM Prefix] [Proposal Group Lead PM First Name] [Proposal Group Lead PM Last Name], [Proposal Group Lead PM's Phone Number], [Proposal Group Lead PM's Email] <NOTE: If prefix isn't present, then use Last Name, First Name format.>

To access the proposal(s) in the panel[and enter review(s)] <NOTE: Message optional depending on role of reviewer in the panel>, you must have a PAMS account. Our records indicate that you do not yet have a PAMS account. Please register in PAMS using the link and registration code provided below to create your account.

URL: [PAMS](#)

Registration Code: [Registration Code]

The first time you access PAMS, you must use the URL and registration code provided above or you will not be connected to this proposal review task. For subsequent logins, you may access PAMS using your already established username and password.

After logging into PAMS, click on the Tasks tab to get started[with the panel review]. <NOTE: Message optional depending on role of reviewer in the panel> If you have any trouble using PAMS, please contact the PAMS Helpdesk at [PAMS Helpdesk Phone Number] or [PAMS Helpdesk Email].

We know you are very busy, and we appreciate the time it takes to participate in the review process. Thank you for performing this important service.

This message was sent on behalf of the program manager, [PM Prefix] [PM First Name] [PM Last Name], who can be reached at [PM's Email]. Replies to this message will not reach the intended recipient.

Figure 5. Request to Review DOE Proposal – No Existing Account

2. Enter the registration code on the Verify Registration Code page, and click **Verify** in the bottom right corner of the page. (Figure 6)

Figure 6. Verify Registration Code Page

- 3. Complete the account creation process. (See How To Guide – Create External Account)
- 4. Begin at Step 2 in section 1.1 Existing Account to access the Panel Review after creating the account.

3.2 Completing the Conflict of Interest (COI) Declaration Statement

For each review assignment in PAMS, you will be required to complete a Conflict of Interest Declaration Statement before you can proceed to the review. You have three options: “I have no conflict of interest in reviewing the proposal”, “I have a conflict of interest in reviewing the proposal”, or “I do not wish to review the proposal”. Use the following steps to complete the Conflict of Interest Declaration.

- 1. You will be presented with the Panel Review Page (Figure 7). The proposals in the panel are displayed in three sections (you may not have proposals in each section):
 - a. **Proposal Assignments Accepted** – All assignments for which you have declared no Conflict of Interest.
 - b. **Proposal Assignments waiting to be accepted** – All review tasks you have been assigned and not yet completed the Conflict of Interest statement.
 - c. **Other Proposals** – Proposals in the panel for which you have access but are not assigned.
- 2. To begin your Panel Review click **Accept/Reject Assignment** in the Proposal Assignments waiting to be Accepted section of the page. (Figure 7)

Note

Reviews may be assigned to you in various categories: Primary, Secondary, Tertiary, or Additional.

Panel Review

Panel

Resources

Supporting

Additional

Solicitation

Instructions

Refresh

Proposal Assignments Accepted

◀

1

▶

Page size: 15

Go

0 items in 1 page(s)

Proposal ID	Institution	PI	Category	Status	Options
			All	All	

No Proposals Found.

◀

1

▶

Page size: 15

Go

0 items in 1 page(s)

Proposal Assignments waiting to be Accepted

◀

1

▶

Page size: 15

Go

1 items in 1 page(s)

Proposal ID	Institution	PI	Category	Options
			All	

▶ Proposal ID

Institution Name

Last Name, First Name

Primary

Accept/Reject Assignment

◀

1

▶

Page size: 15

Go

1 items in 1 page(s)

Other Proposals

◀

1

▶

Page size: 15

Go

0 items in 1 page(s)

Proposal ID	Institution	PI	Category	Status	Options
			All	All	

No Proposals Found.

◀

1

▶

Page size: 15

Go

0 items in 1 page(s)

Figure 7. Verify Registration Code Page

- 3. You will be presented with the Proposal Review – Conflict of Interest Certificate upon accessing the review. You may view the Proposal Abstract to help determine if you have a Conflict of Interest. To do so, click the **Proposal Abstract** link (Figure 8).

Proposal Review – Conflict of Interest Certificate

Solicitation Details

Title: Title of the Solicitation

Synopsis: Here is where you will read the Synopsis of the Solicitation. For example, The Department of Energy (DOE)'s Office of Science (SC) hereby announces its continuing interest in receiving grant applications for support of work in the following program areas: (enter different areas of research).

Proposal Details

Proposal ID: 0000000000

Title: Title of the Proposal

PI: Last Name, First Name

Institution: Name of the Institution

Abstract: **Proposal Abstract**

Collaborative Proposals:

Proposal ID	Institution	PI
No Collaborative Proposals Found.		

Proposal PDF: A link to the proposal PDF will be made available after you have read and agreed with the Conflict of Interest Certificate below.

Figure 8. Proposal Review – Conflict of Interest Certificate – Public Abstract

4. Read the **Information on Conflict of Interest** and **Information on Confidentiality** thoroughly to ensure that you have no conflicts of interest with the information provided. (Figure 9)

Conflict Of Interest Certificate

U.S. DEPARTMENT OF ENERGY OFFICE OF SCIENCE CONFLICT OF INTEREST AND CONFIDENTIALITY CERTIFICATE

Information on Conflict of Interest

The DOE Office of Science has a policy that individuals with a conflict of interest cannot participate in the merit review of a proposal for funding. You may not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company or organization with which you have a relationship (defined below), financial or otherwise. The interests of your spouse, your minor child, your general partner, any organization in which you serve as officer, director, trustee, general partner, or employee, and any person or organization with whom you are negotiating employment, are attributed to you. Further, you may not participate in the review of any proposal involving a particular person or a particular matter that you believe would cause a reasonable person with knowledge of the relevant facts to question your impartiality.

Prior to participating as a merit reviewer, please disclose to the program manager whether you have any actual or perceived conflicts of interest with such duties. In addition, please disclose that you have an actual or perceived conflict of interest as soon as you become aware of it. For reviewers who are Federal employees, the conflict of interest statutes and regulations that apply in regular Government employment apply for participants in the review of an application or proposal.

Please do not disclose any information concerning the assessment and analysis or the content of proposals, either during the proceedings of the merit review or at any subsequent time, to anyone who is not authorized access to the information by the DOE Office of Science or by law or regulation, and then only to the extent that such information is required in connection with such person's official responsibilities.

Listed below are examples of potential conflicts of interest:

- Affiliation with an applicant institution.**
 - Current employment at the institution as member of the scientific staff, professor, adjunct professor, visiting professor, or similar position.
 - Current employment or are being considered for employment at the institution.
 - Any formal or informal re-employment arrangement with the institution.
 - Current membership on a visiting committee or similar body at the institution.
 - Ownership of the institution's securities or other evidences of debt.
 - Any office, governing board membership, or relevant committee chairpersonship in the institution.
 - Current enrollment as a student.
 - Received and retained an honorarium or award from the institution within the last 12 months.
- Relationships with an investigator, project director, or other person who has a personal interest in the proposal or other application.**
 - Known family or marriage relationship.
 - Business or professional partnership.
 - Employment at the same institution within the last 12 months.
 - Past or present association as thesis advisor or thesis student.
 - Past or present association as postdoctoral advisor or postdoc.
 - Collaboration on a project or on a book, article, report, or paper within the last 4 years. (If publication with more than ten authors are the norm for your scientific field, only relationships with individuals in the core group with whom you interacted on a regular basis while the research was being done are covered.)
- Other affiliations or relationships.**
 - Interests of the following persons are to be treated as if they were yours: any affiliation or relationship of your spouse, of your minor child, or a relative living in your immediate household or of anyone who is legally your partner that you are aware of and that would be covered by items 1 or 2 above.
 - Any other relationship, such as close personal friendship, that you think might tend to affect your judgments or be seen as doing so by a reasonable person familiar with the relationship.

Information on Confidentiality

The DOE Office of Science receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review. When you have completed your review, please be certain to destroy the paper copy of the proposal and/or delete any electronic correspondence or files related to the proposal.

The DOE Office of Science keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we may send to Principal Investigators (PIs) the reviews of their own proposals without reviewer names and affiliations. In addition, selected proposals and peer reviews, including reviewer names and affiliations, may be shared with an outside Committee of Visitors established to assess the quality of the peer review process. Members of COV's sign confidentiality agreements before participating and are not given access to reviews of their own proposals, of proposals in which they collaborated or participated, or of proposals from their institution. Please respect the confidentiality of all PIs and of other reviewers. Do not disclose their identities, the content of discussions in a merit review panel, or other details about the merit review of proposals. Please remember that the contents of the proposal are legally proprietary information of the author and higher institution and should not be used outside the context of proposal evaluation.

Figure 9. Proposal Review – Conflict of Interest and Confidentiality Certificate

5. PAMS will present you with three options at the bottom of the page. Select the radio button next to the appropriate option (Figure 10):

- I have no conflict of interest in reviewing the proposal.** Select this option if you do not have any of the conflicts listed in the Conflict of Interest statement, and you would like to proceed with the review.
- I have a conflict of interest in reviewing the proposal.** Select this option if you have a conflict of interest with some aspect of the proposal. Selection of this option will close the review task for you and notify the PM.
- I do not wish to review the proposal.** Select this option if you do not have a Conflict of Interest but do not wish to review the proposal. Selection of this option will close the review task and notify the PM.

6. Although not required you can enter any comments that you want relayed to the Program Manager via email. (Figure 10)

7. Once you have made your Conflict of Interest designation click **Save and Continue** at the bottom of the page to proceed. (Figure 10)

Certification

The certification below must be completed by individuals prior to their participation in the merit review process.

1. I will not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company or organization with which I have a relationship, financial or otherwise. For purposes of this statement, the interests of my spouse, my minor child, my general partner, any organization in which I serve as officer, director, trustee, general partner, or employee, and any person or organization with whom I am negotiating employment, are attributed to me.
2. Further I will not participate in the review of any proposal involving a particular person or a particular matter that I believe would cause a reasonable person with knowledge of the relevant facts to question my impartiality.
3. Prior to my participation as a merit reviewer, I will disclose any actual or perceived conflicts of interest that I may have with such duties. In addition, I agree to disclose any actual or perceived conflicts of interest as soon as I am aware of the conflict.

☐ I have no Conflict of Interest in reviewing the proposal.
☐ I have a Conflict of Interest in reviewing the proposal.
☐ I do not wish to review the proposal.

Comments

Approximately 1 page (Max 2000 Characters): 2000 Characters left.

Note: Comments entered here will be shared with DOE SC Program Manager via email.

Figure 10. Proposal Review – Conflict of Interest Certification, Complete COI Statement

Note

If you declared a Conflict of Interest or declined to review the proposal by accident, contact the PM to have the task reopened for you.

8. If you did not declare a Conflict of Interest and later find that you do have a Conflict of Interest, you can declare your conflict from the **Resources** header by clicking the **Additional** tab and selecting **Conflict of Interest**. (Figure 11)

Proposal Review - Instructions to Reviewers

Conflict of Interest

Instructions to Reviewers

Please provide a narrative response for each review criterion.

Scientific and/or Technical Merit of the Project
 Appropriateness of the Proposed Method or Approach
 Competency of Applicant's Personnel and Adequacy of Proposed Resources
 Reasonableness and Appropriateness of the Proposed Budget

Figure 11. Resources Header – Additional – Conflict of Interest

9. This will take you to the Conflict of Interest page. Your original declaration will be selected, but you may change that selection to “I have a conflict of interest with reviewing this proposal.” (Figure 12)

Certification

The certification below must be completed by individuals prior to their participation in the merit review process.

1. I will not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company or organization with which I have a relationship, financial or otherwise. For purposes of this statement, the interests of my spouse, my minor child, my general partner, any organization in which I serve as officer, director, trustee, general partner, or employee, and any person or organization with whom I am negotiating employment, are attributed to me.
2. Further I will not participate in the review of any proposal involving a particular person or a particular matter that I believe would cause a reasonable person with knowledge of the relevant facts to question my impartiality.
3. Prior to my participation as a merit reviewer, I will disclose any actual or perceived conflicts of interest that I may have with such duties. In addition, I agree to disclose any actual or perceived conflicts of interest as soon as I am aware of the conflict.

☒ I have no Conflict of Interest in reviewing the proposal.
☐ I have a Conflict of Interest in reviewing the proposal.
☐ I do not wish to review the proposal.

Comments

Approximately 1 page (i) (Max 2000 Characters): 2000 Characters left.

Note: Comments entered here will be shared with DOE SC Program Manager via email.

Figure 12. Conflict of Interest Certification – Change Designation

10. Click **Save and Continue** when you are finished. This will remove the review task from your tasks list.

Note

Once you have selected “I have no Conflict of Interest in reviewing this proposal” you cannot select “I do not wish to review this proposal”. If you wish to decline to review the proposal contact the Program Manager that asked you to review.

3.3 Completing the Review

Use the following steps to enter your comments and complete the review.

1. If you indicated no Conflict of Interest with the proposal, you will be directed to the reviewer instructions. Read the instructions carefully, and click **Continue** when you are ready to proceed ([Figure 13](#)).

Proposal Review - Instructions to Reviewers


Proposal Number: Proposal Title	PI: PI Name
Resources	
<p>Instructions to Reviewers</p> <p>Please review the application using the review criteria listed on the following page (and in the FOA). After you have completed your review, please submit the review and confirm the submission. Panel reviewers will have the opportunity to update their reviews until the panel is officially closed (approximately 2 days after the panel takes place). Mail-in reviewers will <u>not</u> be able to update their reviews after the review is submitted.</p>	
<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>

Figure 13. Proposal Review – Instructions to Reviewers

2. PAMS will redirect you to the Proposal Review – Update Review page, where you will be shown the evaluation criteria for the review. You may enter your comments and scores (if applicable) directly on this page.

3. To access the full proposal, expand the Resources section of the page and click the **Proposal** (Figure 14). You will be prompted to open the proposal PDF.

Figure 14. Proposal Review – Update Review, Access Full Proposal




Note

- When a reviewer downloads a Proposal PDF, PAMS will display a "Proposal Downloaded" overlay message stating that the reviewer is obligated to keep this Proposal under strict confidence, not to share it with anyone, and to destroy any personal copies after completing the review process. PAMS will send an email when the review process ends reminding the reviewer to destroy any personal copies of the Proposal PDF.
- This page will Autosave every 10 minutes. If you wish to save more frequently, click the **Save** button in the bottom right corner of the page.
- You may also save your work and return at a later time by clicking **Save** and then navigating away from the page or logging out of your session. To return to the review task, access your tasks list and click **Edit Review** to return to the review page.

4. PAMS will redirect you to the Proposal Review – Update Review page, where you will be shown the evaluation criteria for the review. You may enter your comments and scores directly on this page. (Figure 15)

Figure 15. Proposal Review – Save, Save and Submit



Note

- Not all Review Tasks will look the same. Review criteria may differ, you may or may not be required to enter comments or scores.
- Do not enter scores into the comment box or reference the scores in your comments.

5. Once you have completed all evaluation criteria and would like to submit your review, click the **Save and Submit** button in the bottom right corner of the page. (Figure 15)

6. PAMS will load the Proposal Review – Review Summary page, which displays a read-only copy of the evaluation criteria and your responses. Review the page carefully. When you are ready, confirm your submission by clicking **Confirm** in the bottom right corner of the page. (Figure 16)

Figure 16. Overall Summary of the Proposal, Email Myself a Copy, Confirm

7. You will receive a green Success message indicating that your proposal review was submitted successfully. The Panel Review task will remain in your tasks list until the PM closes the panel.



Figure 17. Overall Summary of the Proposal, Email Myself a Copy, Confirm